

ANNOUNCEMENT

DEPARTMENT OF ADMINISTRATION

Effective: July 1, 2003

Destroy Date: June 30, 2004

2003-2004 RATES

DOCUMENT SALES AND DISTRIBUTION UNIT

BUREAU OF GENERAL SERVICES

2003-2004 RATES

\$.55/minute

COMMENTS

Rates for the Document Sales and Distribution Unit will remain at \$0.55/minute for the fiscal year beginning July 1, 2003. *With a continued emphasis of leveraging technology with operational improvements this is the 4th consecutive year of \$.55/minute rate.*

The Document Sales and Distribution Unit operates as a full retail and catalog business center for sales and distribution of publications, forms and subscription services to the general public, state, county and local governmental agencies. As outlined in Chapter 35 of the Wisconsin Statutes, the Unit is the authorized distributor of Legislative documents and other official documents including publications such as the Wisconsin Statutes, Blue Books and Administrative Code. In addition, the Unit is authorized to contract with other state agencies for sales and distribution of their publications and materials.

A per minute fee is charged for the time involved in handling each sale of a publication, diskette, video, CD, form or other communication media. The service fee, production costs and postage comprise the selling price of the item handled. Gross receipts are deposited in an agency-specified account. Agencies are then billed monthly for service fees based on the volume of sales/distribution activity.

Document Sales also sells standard forms used by state, county and local governmental agencies. All orders placed in the Madison area may be sent through the state's Inter-D mail system to Document Sales and Distribution Unit, 202 S. Thornton Avenue. Customers located outside the Madison area should send their orders to PO Box 7840, Madison, WI 53707-7840.

The Document Sales Catalog and the Statewide Forms Catalog are available on the DOA Internet web site. The URL is <http://www.doa.state.wi.us/> Once at the site choose "Business in DOA" and then Document Sales and Distribution. For general information you may call 608-266-6938. You may also e-mail us at docsales@doa.state.wi.us.

If you have questions or would like information regarding the Document Sales and Distribution Section please contact Tom Bowers, Unit Manager, at 608 267-9398, e-mail – tom.bowers@doa.state.wi.us or Steve Hirsch, Section Chief, at 608-266-2996 or e-mail at Steve.Hirsch@doa.state.wi.us